


# INSTITUTE OF DEVELOPMENT MANAGEMENT

## 2023/24 BOTSWANA CAMPUS ACADEMIC ALMANAC (BLOCK RELEASE PROGRAMMES).

Approved by: Dr. Theophilus Mooko

Designation: Country Director

Signature: ..... 

Author:

Assistant Director Quality Assurance

Approver:

Academic Body

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**JULY TO DECEMBER SEMESTER OF 2023/24 ACADEMIC YEAR**

ACTIVITY	DATES	ACCOUNTABLE PERSON(S)	POLICY REF
<b>JULY</b>			
Registration For SEM 1 Begins	10 Jul 2023	All New and Continuing Students	Academic Regulations Admissions Policy
Block Release new Students' Orientation	28 July 2023	Academic Registrar Discipline Coordinator	Draft Teaching & Learning Policy
Teaching begins new students	29 July 2023	Discipline Coordinator	Draft Teaching & Learning Policy
Registration for new students Ends	28 July 2023	Academic Registrar	Academic Regulations
<b>AUGUST</b>			
Registration for continuing students Ends	04 August 2023	Academic Registrar	Academic Regulations
Last Day to Withdraw and Receive a Refund	04 August 2023	Finance Manager	Academic Regulations Refund Policy
External Moderation	14 - 25 August 2023	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Teaching for continuing students begins	05 August 2023	Discipline Coordinator students	Draft Teaching & Learning Policy
<b>SEPTEMBER</b>			
SRC Elections	01 September 2023	Student services Manager Students	SRC Constitution
Regional Office Releases Transcripts (FT Students)	29 September 2023	ADQAM	Draft Conferment of IDM Awards Regulations
<b>OCTOBER</b>			
Regional Office Releases Transcripts (PT Students)	31 October 2023	ADQAM	Draft Conferment of IDM Awards Regulations

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NOVEMBER			
Teaching Ends	05 November 2023	Academic staff and Students	Draft Teaching & Learning Policy
CA Publication	6-10 November 2023	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Study Week		Students	
Examinations Period	13-21 November 2023	ADAS/ADALS	Assessment & Moderation Policy
Marking	13-24 November 2023	ADAS	Assessment & Moderation Policy
End of Academic Semester	24 November 2023	Academic Staff & Students	Draft Teaching & Learning Policy
Post Exam Moderation	27 November -01 December 2023	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Assessment Board	06-07 December 2023	ADAS	Assessment & Moderation Policy
2021 IDM GRADUATION	24 November 2023	Country Director BLE	Draft Conferment of IDM Awards Regulations
Regional Office Releases Certificates		Assistant Director Quality Assurance & Management	
	24 November 2023	ADQAM	Draft Conferment of IDM Awards Regulations
DECEMBER			
Assessment Board Meeting.	6-7 December 2023	Country Director (MAB Chairperson)	Assessment & Moderation Policy
Publication of Results.	08 December 2023	Assistant Director/ Head Academics/ Registrar & Assessment Officers	Assessment & Moderation Policy
Registration for Supplementary Exams	11-15 December 2023	Supplementing Students	Academic Regulations
			Assessment & Moderation Policy

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IDM Closes for Christmas

15<sup>th</sup> December  
2023\* (TBC)

All

Conditions of Service

**JANUARY TO JUNE SEMESTER FOR ACADEMIC YEAR 2023/24**

**JANUARY**

IDM Opens 2024

03 January 2024\*  
(TBC)

All

Conditions of Service

Registration For Semester 2

08 January 2023

All New and Continuing  
Students/ Academic  
Registrar/ Instructional  
Technology/ Finance  
Manager

Academic Regulations

Admissions Policy  
Finance Policy

Supplementary  
Examinations

8-12 January 2024

Academic Registrar/  
Assessment Coordinator

Assessment &  
Moderation Policy

Assessment Board Meeting  
(Approval of  
Supplementation  
Examinations)

18 January 2024

Country Director (MAB  
Chairperson)

Assessment &  
Moderation Policy

Publication of  
Supplementary Examination  
Results

19 January 2024

Academic Registrar/  
Assessment Coordinator

Assessment &  
Moderation Policy

Examinations Setting

15-19 January 2024

ADAS

Assessment &  
Moderation Policy

Internal Moderation

22 – 26 January  
2024

Academic Registrar/  
Assessment Coordinator

Assessment &  
Moderation Policy

Registration for SEM 2 Ends

24 January 2024

Academic Registrar

Academic Regulations

Teaching Begins

28 January 2024

ADAS

Draft Teaching &  
Learning Policy

Late Registration and  
Module Add/Drop Begins

30 January 2024

Academic Registrar

Academic Regulations

Transcripts & Certificates  
Requesting Deadline

31 January 2024

Academic Registrar/  
Assessment Coordinator

Draft Conferment of  
IDM Awards  
Regulations

**FEBRUARY**

Late Registration and  
Module Add/Drop Ends

02 February 2024

Academic Registrar

Academic Regulations

Last day to Withdraw and  
Receive a Refund

02 February 2024

Finance Manager

Academic Regulations

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			Refund Policy
External Moderation of Examination papers	05 – 16 February 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Regional Office Releases Transcripts	29 February 2024	ADQAM	Draft Conferment of IDM Awards Regulations
<b>MARCH</b>			
Regional Office Releases Certificates	29 March 2024	ADQAM	Draft Conferment of IDM Awards Regulations
<b>MAY</b>			
Teaching Ends	12 May 2024	Academic Staff/Students	Draft Teaching & Learning Policy
CA Publication	13-17 May 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Study Week		Students	
Examinations Period	20-31 May 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
End of Academic Semester	31 May 2024	Academic Registrar	Draft Teaching & Learning Policy
Marking	20-31 May 2024	ADAS	Assessment & Moderation Policy
<b>JUNE</b>			
Post Exam Moderation	2-7 June 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Assessment Board Meeting.	12-13 June 2024	Country Director (MAB Chairperson)	Assessment & Moderation Policy
Publication of Results.	14 June 2024	Assistant Director/ Head Academics/ Registrar & Assessment Officers	Assessment & Moderation Policy

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Registration for Supplementary Exams	17-21 June 2024	Supplementing Students	Academic Regulations Assessment & Moderation Policy
<b>JULY 2024</b>			
Supplementary examinations	01-07 July 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Assessment Board Meeting (Approval of Supplementation Examinations)	11 June 2024	Country Director (MAB Chairperson)	Assessment & Moderation Policy
Publication of Supplementary Examination Results	12 June 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Transcripts & Certificates Requesting Deadline	28 June 2024	Academic Registrar/ Assessment Coordinator	Draft Conferment of IDM Awards Regulations

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